



Personnel and Administrative Policy and Procedure

SUBJECT: Anniversary Date	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.2	CROSS REFERENCE:

Purpose: To establish a date which is used for determining length of service.

Definitions

Initial Anniversary Date: An employee's initial anniversary date will be the first of the month of hire if the actual date of hire occurs on or before the fifteenth (15th) of the month. An employee's initial anniversary date will be the first of the following month if the actual date of hire occurs on or after the sixteenth (16th) of the month.

Continuous Service Date: The first day an employee actually worked in an authorized position, or the day designated by the City as the continuous service date in recognition of prior service credit or absences from work or employment.

Scope: Applies to all employees.

Policy: The initial anniversary date shall be used for determining vacation and the starting point of an employee's probationary period to the City. The anniversary date to the classification shall be used for determining consideration of merit increases and end of probation to the classification and seniority for layoff and recall. The continuous service date shall be used for determining length of service with the City and in connection with any matters involving seniority with the City.

Procedures: An anniversary date is established when an employee first begins a probationary period for a regular status position.

All changes to classifications resulting from promotion, transfers, etc., result in the establishment of a new anniversary date (an anniversary date to the classification) for consideration of merit increases, eligibility for end of probation and seniority rights.

If an employee is given prior service credit for time spent as a temporary, seasonal or part-time exempt employee when appointed to a career service position in the same classification, that portion of time spent in the temporary, seasonal or part-time exempt position, to a maximum of six months, shall be included in determining an employee's continuous service date. The adjustment shall reflect one month of probationary employment for every two (2) months of full time temporary, seasonal or provisional appointment.

Adjustment of the continuous service date can result in an adjustment of the anniversary date if the continuous service date adjustment results in that date being moved to a later month, or later than the fifteenth day of the month.

All changes to classification resulting from promotions, demotions, transfers, reclassifications, etc, result in the establishment of a new anniversary date (an anniversary date to the classification) for consideration of merit increases and end of probation and seniority for layoff and recall.

If the anniversary date is adjusted, there will be a corresponding adjustment to the salary review date.

An employee who voluntarily resigns and whom the City later rehires shall have a new continuous service date established and will not receive prior service credit for previous employment.

A regular status employee who has been recalled from a layoff eligibility list shall receive prior service credit for the length of service prior to the layoff. The employee's continuous service date shall be adjusted by the number of calendar days he was not employed by the City, and the anniversary date shall be adjusted accordingly.

Employees who are on a leave of absence without pay for 15 consecutive days or more shall have their continuous service date adjusted by the total number of calendar days that they are on such leave, unless otherwise specified in applicable federal or state regulation governing the particular type of leave such as workers compensation or military leave regulations. The continuous service date shall not be adjusted if an employee is on military leave, either with or without pay.

Responsibilities

Human Resources: To track and record the anniversary dates for employees.